



## EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

<b>Job titles</b>	<b>CLEANER, SECURITY GUARDS AND TEA LADY</b>
<b>Deadline</b>	<b>Friday 29<sup>th</sup> December 2023</b>
<b>Reference</b>	002/003/004/KAK/2023
<b>Reports to</b>	Logistics officer
<b>Duty Station</b>	Kakuma Office
<b># of positions</b>	Security guards – 2 Tea lady- 1 Cleaner -1
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>The four staff above will support in delivering support functions for daily project delivery.</li> </ul>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>While working together, each will deliver their specific roles</li> </ul> <p><b>Cleaners-</b> Will provide cleaning services to the office on daily basis. Shall support the administrator. Together with all other functions designated by your line supervisor.</p> <p><b>Guard</b> Provide security services during both day and night. Together with all other functions designated by your line</p> <p><b>Tea lady</b> Shall provide services for preparing tea and office meals. Together with all other functions designated by your line</p>
<b>BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)</b>	<ul style="list-style-type: none"> <li>- Demonstrate Strong Commitment to APIR TURKANA core values especially the value for compassion.</li> <li>- Must have a hand-on practical experience, is self- driven and very motivated.</li> <li>- Must be well organized with very high attention to detail.</li> <li>- Able to take initiative and work independently and appreciate inter department linkages.</li> <li>- Cultural and political sensitivity must be demonstrated.</li> <li>- Good workshop planning and facilitation skills.</li> <li>- Knowledge of Computer e.g. Statistical Package for the Social Sciences (SSPP), Enterprise Resource Planning (ERP), Office ETC</li> </ul>
<b>Job Specification and Desirable skills</b>	<ul style="list-style-type: none"> <li>- For all the above positions</li> <li>- Class 8 is mandatory and form 4 is an advantage.</li> <li>- Ability to write and read.</li> <li>- 1 year experience</li> </ul>

	- 1 recommendation letter and experience certificates where applicable such as catering, security defensive trainings from your previous employer (NOT MANDATORY)
<b>Desired skills and Competencies</b>	<ul style="list-style-type: none"> <li>+ Strong communications and negotiations skills.</li> <li>+ Excellent computer skills (MS Office).</li> <li>+ Strong analytical skills and attention to detail.</li> <li>+ Ability to work within a team and able to multitask.</li> <li>+ Fluency in communications in both English and Swahili languages.</li> </ul>

### **HOW TO APPLY**

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? [www.apirturkana.org/careers/](http://www.apirturkana.org/careers/)  
 Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don't attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to [hr@apirturkana.org](mailto:hr@apirturkana.org) and subject being "APPLICATION FOR 'POSITION NAME'"

All applications MUST be received on or before: 29<sup>th</sup> December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our "Equal Employment Opportunity Policy."

**DISCLAIMER:** We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through [info@apirturkana.org](mailto:info@apirturkana.org) copying [complaints@apirturkana.org](mailto:complaints@apirturkana.org).

**Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.**

